

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 001015  
Grade 21**

**RECREATION SPECIALIST**

**DEFINITION OF CLASS:**

This is specialized work planning, developing-programming (ensuring content, budgeting, scheduling and logistical support for), communicating, promoting, hosting, facilitating, presenting or monitoring and evaluating recurring or one-time recreation activities of large scope, size or complexity in one or more focus areas, which include, but are not limited to, aquatics, sports, classes, camps, workshops, seniors, communities, youth development, therapeutic recreation, trips and tours. A Recreation Specialist serves as a focal point for lessons, leagues, tournaments, special events, facility rental, program accessibility and more depending on one's team/position/duties of assignment. Contacts include significant interactions with representatives and officials of local and national organizations, professional associations, and third party service providers for the purposes of coordinating, promoting and overseeing classes/ programs, enabling facility usage and developing community partnerships. Further contacts are with civic/youth organizations, program participants, health care providers, contractors, professional recreation organizations, and subordinates/assistants. The purposes of these contacts include identifying and resolving problems, providing and exchanging information, coordinating services, and maintaining awareness of professional trends and developments. Public service/assistance is provided to patrons on a recurring and frequent basis; a Recreation Specialist provides immediate assistance to many people on a daily basis. Most positions require the Recreation Specialist to work evenings and weekends as part of the normal work schedule.

A Recreation Specialist uses knowledge of a full range of recreation principles, methods, procedures and practices to develop and monitor or operate recreational programs for a variety of area-wide or County-wide or special focus recreation programs. A Recreation Specialist may also be assigned to a swimming pool in support of a Recreation Supervisor or may operate a community, or a senior, recreation center. Work is typically performed under general supervision of a Recreation Supervisor or a higher level administrative supervisor/manager. Significant aspects of the work involve establishing effective working relationships with program participants and co-workers and leading fulltime /part-time and volunteer staff. Guidelines exist in the forms of Federal, Maryland and County regulations, policies and procedures, recreation principles, methods and techniques, and area-of-focus specifics such as adventure programming, challenge course usage, therapeutic recreation programs and services, child development principles, reasonable accommodation methods, diversity-inclusion factors, senior recreation, swimming and basketball. Assignments are carried out in strict adherence to regulatory, facility use and process guidelines; however, use of discretion and mature judgment are imperative in developing high quality programming for various groups, facilitating/providing reasonable accommodation/inclusion, interacting with customers who have concerns or complaints, and prudently selecting from alternative solutions to obtain effective short- and long-term (probable) effects. The complexity of this class of work is derived from a Recreation Specialist's responsibility for providing effective recreation programs (or facilities) to a diverse population in due consideration of available resources, customer (or advocacy group) wants, needs and concerns, demographic changes and other challenges – there is collection and analysis of various types of data, consideration of trade-offs, development of program content/details, coordination

of logistics/schedules and resolution of problems in programming. The work of a Recreation Specialist helps provide high quality recreation programs, events, services and/or facilities to the people of Montgomery County. Depending on assignment, work is mainly performed in an office environment or a recreation facility. Most Recreation Specialists spend a significant amount of work time at some sites to which the public has unrestricted, open access. Recreation Specialists also work in the field at such sites as playgrounds or camps; they are thus exposed to some discomforts or unpleasantness linked to working outdoors. Work is primarily sedentary, but typical physical activity may vary considerably by position/team of assignment and it includes some walking, standing, bending, or carrying and delivering of supplies.

#### **EXAMPLES OF DUTIES: (Illustrative Only)**

- Plans, organizes, ensures content/budget/scheduling/logistical support for, communicates, promotes, facilitates, hosts, presents or monitors and evaluates recurring or one-time recreation activities in one or more focus areas.
- Reviews and evaluates specific area- or County-wide programming activities/events, and makes recommendations to improve and expand efforts.
- Works closely with agencies, schools, and other interest groups sharing facilities and coordinates recreation programs in conjunction with other programs.
- Writes instructional memoranda, bulletins and directives regarding programmatic or Recreation Department policies, standards, and procedures.
- Receives incoming correspondence and prepares replies to a variety of inquiries. Prepares email, memos, letters, etc.
- Markets/Promotes/Advocates for program or facility to increase awareness and usage levels; prepares brochures, flyers, fact sheets, newsletters, etc. Gives tours and presentations to user groups and potential partners.
- Conducts staff meetings, training sessions, and program/session evaluations.
- Prepares or supervises preparation of financial reports; collects and accounts for budgeted funds and program fees.
- Follows Departmental/County procurement procedures. May select and purchase materials and equipment used in programs or daily operations. Prepares/Reviews and recommends (or as authorized, approves) purchase order requests for supplies and contractors funded by the Department or other sources. May negotiate for supplies and contractors funded by partners. Reviews and, as authorized, approves requests for payment.
- Prepares the content of, and closely supports administration of, services contracts by monitoring contractor performance for compliance with contract terms, program quality and other factors. Tracks and maintains awareness, or files, of contract details including liability insurance, certifications, licenses, etc.
- Prepares operating budgets for approval by the supervisor, and operates within the framework of the approved budget.
- Maintains proper level of supplies and equipment for programs.
- Instructs program participants and assigned career/seasonal and volunteer staff in the proper use of facilities/equipment, correct rules and techniques, safety requirements, etc.
- Maintains active working relationship with schools, community groups, councils, organizations, and individuals in determining and developing programs.
- Works with community associations, athletic groups, public and private agencies, schools, and special interest groups as a liaison to promote interest in recreation programs and facilities. May

seek to develop/expand/improve relationships with for-profit and not-for-profit groups as partners in programming or as sponsors.

- Conducts surveys about levels of program/session satisfaction, wants/needs/concerns and related matters, and implements programming to meet community wants/needs or the special interest group wants/needs.
- Plans for and schedules recreational activity personnel such as coaches, referees and score-keepers, and custodial/clean-up personnel.
- Operates a community, or a senior, recreation center under guidance of the area supervisor; may serve as focal point for rental of center facilities, coordination of facility maintenance/repairs and hosting of such events as elections, inoculations and emergency shelter.
- Operates a swimming pool facility under guidance of the facility supervisor.
- When serving as facility focal point or assistant focal point, coordinates facility rentals (scheduling, logistics, staffing, etc.), ensures daily operational readiness of the facility and works with the County property manager to help ensure effective maintenance/repair of the facility of assignment. Ensures correct opening/closing of facility and 'hosting' during emergency use of facility.
- Stays abreast of developments in functional domain(s) of assignments and of changes in guidelines applying to the areas of work focus.
- Communicates and interacts effectively with business contacts. Establishes and maintains or enhances working relationships, including teamwork, with internal and external contacts.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating (email), word processing, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching (the Internet), and performing other functions.
- May serve in an 'acting' capacity for higher echelon personnel.
- As assigned, performs a wide array of team leader duties over non-career staff or volunteers (such as gym supervisors, referees, score keepers, coaches, camp counselors, lifeguards, admissions staff, front desk staff, etc.) at sporting events, a swim center, a recreation center, etc., including, but not limited to:
  - Assigns and reviews work and enforces work standards (including attendance and dress code rules). Works on/with the team as both individual contributor and work leader, assigns tasks, sets the pace, checks work on behalf of the supervisor, provides work progress information and performance assessment input to the supervisor, etc.
  - Helps keep staff/volunteers on duty informed of policies, procedures, safety messages, etc.
  - Recruits, trains, recommends placement of and monitors work of seasonal staff and volunteer personnel.
  - Helps keep staff/volunteers trained; this includes observation of work in process to assess knowledge of process and customer service skills.
- Performs other duties, as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles, methods and techniques of organized recreation, of recreational and leisure time wants/needs/concerns of the people served (such as children, youth, adults, seniors or people with disabilities), and of facilities, equipment and related matters altogether to plan,

communicate, facilitate, present or monitor and evaluate recreational programming in one or more focus areas.

- Knowledge of fundamentals of the Americans with Disabilities Act (ADA) as it governs access to recreational/leisure facilities and activities provided, or organized/sponsored, by government, and of fundamentals (or specifics, as dictated by areas of focus/assignment) of State guidelines, County/school/other agency guides, Departmental, team and program guides/processes/procedures and area(s) of focus-specific guides applying to recreational/leisure facilities and activities altogether to help ensure one's work complies with requirements and is effective.
- Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem.
- Skill in oral communication to understand verbal information (instructions, descriptions and ideas) and to express such information verbally so that others will understand.
- Skill in written communication to understand written information (instructions, descriptions and ideas), and to express such information in writing so that others will understand.
- Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- Skill in using a computer, modern office suite software, enterprise software and specialized software.
- Skill in safely operating recreation equipment, and supervising/monitoring participants in recreational events, as pertinent to assignments.
- Ability to perform successfully as a work group leader such as ability to assign/review tasks, set the pace, check work in progress or upon completion, assess performance of non-career/volunteer staff, provide performance evaluation input to the supervisor regarding career staff, and work on/with the team as both individual contributor and work leader.
- Ability, and willingness, to work variable shifts, weekends, holidays and overtime.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Two (2) years of progressively responsible recreational specialist work involving planning, organizing, supervising and implementing an area-wide, countywide or special interest recreation program.

**Education:** A Bachelor's Degree in Recreation from an accredited college or university, or in any other field providing a strong foundation for success in the duties and responsibilities of this class.

**Equivalency:** An equivalent combination of education, experience and training may be substituted.

**LICENSE:** Valid Class C (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

#### **Positions Assigned to Aquatics:**

- Valid Montgomery County Pool Operator's License.
- Current Lifeguard, CPR, AED and First Aid certifications from the American Red Cross or any other agency approved by the Montgomery County Department of Health and Human Services.

**Note:** There will be no substitutions for this section.

#### **PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Limited Core with a Drug/Alcohol Screen.

**Class Established:** January 1974

**Revised:** October 1978

August 1984

**Classification Study:** November 1992 (M)

September 1996 (MQ)

July 1993

**Classification Study:** April 2004 (M)

December 2011

September 2012

August 2013

October 2014

February 2015

**Classification Study:** March 2017 (M)

**Formerly Titled:** "Recreation Specialist II"